

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-48				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2017 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Sustainable Systems & Cap Dev				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/12/2016   To   06/30/2017				
Comments: Work other than just the work plan is authorized to begin.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015   To   06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name    Adrienne Harris  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-250-8793			
							FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name    Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 1-48**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development.**

**B. Work Assignment Contract Officer      Alternate WACOR:**  
**Representative (WACOR):**

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**C. Quality Assurance:**

This Work Assignment (WA) is a continuation of WA 0-48. Work performed under tasks 1 through 7 of this WA are addressed by the existing Quality Assurance Project Plan (QAPP) and Supplemental Project Specific Quality Assurance Project Plan (SQAPP) from WA 0-48.

Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract-Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task 1 through 7 of this work assignment. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0.

**D. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated EPA regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing



with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. Three workgroups were formed as an outgrowth of the 2015 National Workshop are the Building Capacity Workgroup, Workforce Development Workgroup and Water Systems Partnerships Workgroup. In support of these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a “101 level” asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator”. As a result the Tribal Drinking Water Operator Certification Program Final Guidelines were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking

water that meets national standards and gain understanding of the associated public health benefits.

The Revised Total Coliform Rule (RTCR), became effective in April 2016, requiring the water systems to assess/address causes for TC positive sample results found in the distribution system. This rule is a recent update to a longer existing regulation using more current data to improve public health protection. Furthermore, to protect public health in Indian country, it is EPA's responsibility to ensure that the population served by public drinking water systems in Indian country receives water that is in compliance with all National Primary Drinking Water Regulations (NPDWRs). EPA directly administers the Public Water System Supervision (PWSS) Program to establish and enforce health protection standards for drinking water for the majority of public water systems in Indian country.

## **II. OBJECTIVE:**

The contractor shall provide support for state-EPA collaboration to address the needs of small and/or tribal drinking water systems and system operators. The support provided by the contractor shall help EPA better understand and provide the direct resources and tools needed to help systems attain sustainability.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

The existing Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract-level Quality Assurance Project Plan (QAPP), and ensure the quality of secondary data used to complete these tasks. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background research, preparation of documents, and support for meetings.

**Subtask 1.1: Background research** – As specified by written technical direction, the contractor shall conduct research in specific topic areas such as sustainable management practices, program collaboration, water system partnership development and other small system related issues to support the implementation of these programs. Sources can include states, industry, technical assistance providers and other stakeholders. Additional support will be provided to any workgroup to implement these programs. These include asset management, capacity development training and building partnerships. Support will be in the form of materials as needed for meetings, document development, and notes during monthly calls as needed.” The contractor shall additionally contact appropriate sources to confirm factual information contained in proposed EPA documents and fact sheets, such as descriptions of state programs and best practices, for example. The contractor shall continue development of a DWSRF Set-Aside Analysis document as specified through written technical direction.

**Subtask 1.2: Preparation of documents** – The contractor shall support EPA’s development of documents, fact sheets, outreach materials, and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development and workgroup support. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance. Upon written technical direction, the contractor shall format the MOS crosswalk for final publication.

**Subtask 1.3: Support for meetings** – The contractor shall provide logistical and technical support for the Workgroups through monthly webinar logistical support and other activities as specified through written technical direction.

## **Task 2 -- Capacity Development Program Tracking Tool (CD Tracker) Support**

The contractor shall provide technical support for the usage of the CD Tracker database tool, including any “bug fixes” or enhancements required to address unforeseen deficiencies in the tool. The contractor shall process the data provided by the EPA Regional Capacity Development Coordinators and coordinate with them to address any deficiencies or errors in the submitted data, such as deleted fields, information entered in the wrong fields, missing data and other issues.

## **Task 3 - Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

The contractor shall support the continued updating, refinement and completion of materials for the Revised Total Coliform Rule as the rule applies to implementation for EPA Regions and tribal water systems.

Implementation materials shall include but may not be limited to:

Three (3) short documents for tribal systems targeted audience including the following three topic areas:

- Criteria for Level 2 Assessors
- Site Sampling Plans
- Seasonal Start-Up Procedures

The contractor shall assist EPA to develop/finalize up to five (5) short documents as identified by the EPA WACOR. Drafts of these documents will be provided by the EPA. The contractor shall refine and finalize these documents that will all have a consistent look and feel within four weeks following technical direction. The EPA WACOR will review the documents and provide comments via written technical direction. The contractor shall edit the documents based upon the WACOR's comments and provide the final documents within two weeks of the WACOR's written technical direction.

Documents shall be developed in plain English at a reading level appropriate to the audience. These documents shall be accurate and should be formatted to guide the reader's eye through the material. Most of these documents shall be developed in Microsoft Word and Adobe PDF format. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverables: Criteria for Level 2 Assessors, Site Sampling Plans, and Seasonal Start-Up Procedures.

#### **Task 4 – National Tribal Operator Certification Program Support**

The contractor shall support the certifying of drinking water personnel in Indian Country as a Very Small Water System Operator, Class I-IV Water Treatment Operator and/or a Class I-IV Water Distribution Operator provided certain education, experience and examination requirements are met and exams are passed. This includes providing EPA HQ a list of the operators that are renewed and newly certified quarterly, with geographic information.

##### **Subtask 4.1: Conducting Examinations**

The contractor shall prepare exams, using questions from the an existing question bank, that demonstrate that the operator has the necessary knowledge, skills, ability, and judgment as appropriate for their treatment system or distribution system classification level (See Operator Certification Program Final Guidelines at <http://www.epa.gov/safewater/tribal.html>). The contractor shall provide a process for administering computer-based certification examinations by which operators can take the certification exams and receive their score (paper based exams can be used if approved by the COR). The contractor shall provide trained, experienced staff to administer all examinations.

Examinations shall be administered in each region from which qualified applicants apply. Exams must be taken in order sequentially (i.e., class I must be taken before class II) and scored according to the cut score set by the EPA. The contractor shall utilize existing testing site locations that are accessible to tribal operators in each participating EPA

regions and shall also provide test site locations on tribal lands by utilizing mobile testing units in order to accommodate tribal operators with limited ability to travel. Test site locations shall be selected in order to accommodate the greatest number of operators per exam as identified in Subtask 4.3.

The contractor shall provide the EPA HQ and EPA Regional offices with general usernames and passwords to access a secure website containing exam dates, fixed test site locations and participant information (name and class exam level) for operators scheduled to sit for each examination. The contractor shall provide a list of each exam participant's score and quarterly diagnostic exam reports by Region. EPA will design, issue, print and mail certificates to tribal operators who pass the certification exam.

Deliverables:

- Computerized exam and testing in each region from which qualified applicants apply
- Provide access to a secure website containing list of exam dates, sites and participants
- Exam participant's score (within 30 days after each exam)
- Quarterly Diagnostic Reports
- Report of renewed and newly certified operators quarterly

#### **Subtask 4.2: Electronic Tracking System Hosting and Maintenance**

The contractor shall develop and maintain an electronic reporting system in Excel format to track, at a minimum: operators' applications for certification (PWSID#, name of PWS, tribe, and name of operator); eligibility determination; exam administration date, location and score; and operator certification level and status in each EPA region. Data in the reporting system shall be retrieved by a unique randomly generated operator identification number. The contractor shall provide monthly updates of information contained in the tracking system via its server. The contractor shall be responsible for hosting and maintaining this electronic tracking system and providing access to authorized EPA contacts.

Deliverables: Monthly information updates and Tracking System Hosting and Maintenance

#### **Subtask 4.3: Certification Application Processing**

The contractor will receive and process all applications from operators seeking certification and recertification under the EPA Tribal Drinking Water Operator Certification Program. The contractor will use previously developed eligibility criteria consistent with the Operator Certification Program Final Guidelines (<http://www.epa.gov/safewater/tribal.html>) to review applications and supporting materials to determine their completeness. Applications must contain information on the operators' education, training history, experience, and other qualifications as directed by EPA to be sufficient for EPA to make a determination of examination eligibility for each individual. Operators seeking re-certification will submit the initial certification application along with the required materials and information. EPA will make the final determination of certification eligibility.

The contractor shall provide to each EPA Region through the electronic tracking sheet hosted by the contractor under Subtask 4.2 a compiled list of:

- operators' education, training history,
- experience, and other qualifications,
- testing location preferences,
- EPA region where tribe is located, and
- shall provide a recommendation of certification eligibility for each applicant.

EPA will make the final determination and provide the final list of eligible operators to the contractor within 14 days of receipt. The contractor shall not retain the applications and supporting documents, but shall forward all applications received to EPA for file maintenance and storage.

As the certification authority, EPA will make and therefore will assume all liability for (1) standard setting decisions and (2) certification program decisions related to the granting and denial of certification, including but not limited to matters relating to re-licensure, disciplinary actions, and appeals. EPA shall hold itself out as the certification authority on any-and-all printed and electronic materials relating to the program. The following language shall appear on any certificates issued by EPA: "EPA has the exclusive authority to offer, grant, deny and/or revoke certification and/or renewals of certification."

Deliverables:

- Application Processing
- Operator certification and continuing education tracking database
- Annual synopsis of examinations

## **Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

### **Subtask 5.1: EPA Recommendations for Review of Direct Potable Water Reuse**

The contractor shall continue to develop a document, entitled "EPA Recommendations for Review of Direct Potable Water Reuse." This document shall be approximately between 25 to 60 pages in length and discuss current practices and strategies states are using to review direct potable water reuse facilities. The EPA COR will provide the contractor an outline for the document. The contractor shall research 3-5 state and other national association websites (as identified by the EPA COR) as well as conduct phone interviews with said states or national associations, as necessary, to identify the different SPEC review plans for water reuse treatment facilities practices nationwide. The contractor shall use currently published information and research to identify concerns with regulated and unregulated contaminants, as well as evaluations of treatment processes.

## **Task 6 – Sustainable Systems Tribal Case Studies**

The purpose of this task is to document best practices associated with the operation and maintenance (O&M) of tribally owned and operated drinking water and wastewater systems. The contractor will prepare nine 508 compliant case studies that outline best practices of sustainably managed tribally owned and operated systems with a focus on technical, managerial and financial capacities, management and operations practices and costs. The case studies will share best practices for sustainable operations of water & wastewater systems with other tribal utilities, and provide basic information on the costs for implementing such practices, along with benchmark data for comparing such costs (e.g. size of flow, percent of infrastructure costs, or per capita).

### **Subtask 6.1: Exemplary Practices Case Studies Preparation**

The COR will provide the contractor with a list of nine utilities and practices that will be the subject of individual case studies. With the nine utilities established, the contractor will effectively demonstrate and communicate the utility's best practices and costs for implementing such practices. The contractor will develop an approach to benchmark the costs for comparison purposes. Each case study document will be up to ten pages in length with a one or two page summary. Consideration must be made to existing data sources that can lessen the burden on the selected utilities. Data will likely be derived from a variety of sources including, but not limited to: interviews, existing sanitary surveys, inspection reports, inventories from the 2011 Drinking Water Infrastructure Needs Survey, previous infrastructure funding applications and other available asset inventory data. The contractor shall conduct any interviews remotely; travel is not authorized. The drafted case studies are subject to review and acceptance by the COR.

## **Task 7 – CUPSS Technical Support**

The contractor shall provide a CUPSS expert to provide question and answer support on technical questions pertaining to CUPSS software during the period of performance. This shall be both email and phone-based technical support to toll users on an as-needed basis as identified by the EPA WACOR. The contractor shall plan on approximately 15 questions per month with the potential for multiple back and forth telephone and/or email communication for a single initial question. The contractor shall contact the CUPSS user no later than 48 hours after receiving technical direction.



#### IV. SCHEDULE OF DELIVERABLES:

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports  Deliver Supplemental Project Specific Quality Assurance Project Plan (SQAPP)	Per contract requirements  Monthly  Per written technical direction by WA COR
1.0	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support  Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> )  Participation in Workshop planning committee  Draft & Final Workgroup Products	Per written technical direction by WA COR  Per written technical direction by WA COR  Per written technical direction by WA COR
2.0	<b>Capacity Development Program Tracking Tool (CD Tracker)</b>  Making “de-bugging” corrections or enhancements to the CD Tracker database tool  Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool	Per written technical direction by WA COR  Per written technical direction by WA COR
3.0	<b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b>  Criteria for Level 2 Assessors  Site Sampling Plans  Seasonal Start-Up Procedures  Additional support document	Per written technical direction by WA COR
4.0	<b>National Tribal Operator Certification Program Support</b>  Provide computerized exam and testing	



	<p>Provide results of exams</p> <p>Diagnostic reports</p> <p>Updates and FTP Tracking System Maintenance</p> <p>Review of applications</p> <p>Compiled list of renewed and newly certified operators</p> <p>Exam Schedule</p>	<p>Per written technical direction by WA COR</p> <p>Within 30 days after each exam</p> <p>Quarterly</p> <p>Monthly</p> <p>Per written technical direction by WA COR</p> <p>Quarterly</p> <p>Per written technical direction by WA COR</p>
5.0	<p><b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b></p> <p>EPA Recommendations for Review of Direct Potable Water Reuse Draft</p> <p>EPA Recommendations for Review of Direct Potable Water Reuse Final</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
6.0	<p><b>Best Practices Case Studies Preparation</b></p> <p>Collect all necessary data to effectively demonstrate and communicate the nine utilities' best practices, and the costs of those practices along with a benchmark basis for comparison.</p> <p>Conduct remote interviews as needed.</p> <p>First draft of case studies</p> <p>Finalize case studies</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p>
7.0	<p><b>CUPSS Technical Support</b></p> <p>Provide question and answer support to CUPSS users</p>	<p>Per written technical direction by WA COR</p>

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

No travel is authorized.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2017 Base                      Option Period Number      1			Title of Work Assignment/SF Site Name Sustainable Systems & Cap Dev				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.0					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/12/2016   To   06/30/2017				
Comments: The purpose of this amendment is to add additional hours to task 1.2 to support additional partnership development activities, to add a new Task 8 - Sustainable Systems Online Self-paced Trainings and a new Task 9 - Water Systems Partnerships Educational Materials, and to change the Alternate WACOR to Cindy Mack.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015   To   06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name    Adrienne Harris							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-250-8793			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name    Noelle Mills							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2171			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 1-48**  
**Amendment 1**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development.**

**B. Work Assignment COR (WACOR)**

**Alternate WACOR:**

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(202) 564-6280  
E-mail: [mack.cindy-y@epa.gov](mailto:mack.cindy-y@epa.gov)

**C. Quality Assurance:**

Tasks 8 and 9 in this work assignment amendment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

**D. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated EPA regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas,

Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. Three workgroups were formed as an outgrowth of the 2015 National Workshop are the Building Capacity Workgroup, Workforce Development Workgroup and Water Systems Partnerships Workgroup. In support of these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a “101 level” asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator”. As a result the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

The Revised Total Coliform Rule (RTCR), became effective in April 2016, requiring the water systems to assess/address causes for TC positive sample results found in the distribution

system. This rule is a recent update to a longer existing regulation using more current data to improve public health protection. Furthermore, to protect public health in Indian country, it is EPA's responsibility to ensure that the population served by public drinking water systems in Indian country receives water that is in compliance with all National Primary Drinking Water Regulations (NPDWRs). EPA directly administers the Public Water System Supervision (PWSS) Program to establish and enforce health protection standards for drinking water for the majority of public water systems in Indian country.

## **II. OBJECTIVE:**

This work assignment amendment will add additional hours to Task 1.2 and add two additional tasks.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

**Subtask 1.1: Background research** – Under Amendment 1, there is no revision to this subtask.

**Subtask 1.2: Preparation of documents** – **This amendment adds additional hours to this task to support additional partnership development activities, USDA-EPA MOA and VA-EPA MOU activities.** The contractor shall support EPA's development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development and workgroup support. Possible products include but are not limited to: guidance for how to use SRF funds for partnership activities; funding coordination

partnership case studies and SDWA compliance and partnerships. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance. Upon written technical direction, the contractor shall format the MOS crosswalk for final publication.

**Subtask 1.3:** Under Amendment 1, there is no revision to this subtask.

**Task 2 – Capacity Development Program Tracking Tool (CD Tracker) Support**

Under Amendment 1, there is no revision to this task.

**Task 3 - Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

Under Amendment 1, there is no revision to this task.

**Task 4 – National Tribal Operator Certification Program Support**

Under Amendment 1, there is no revision to this task or any of its subtasks 4.1-4.3.

**Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

Under Amendment 1, there is no revision to this task or any of its subtask 5.1.

**Task 6 – Sustainable Systems Tribal Case Studies**

Under Amendment 1, there is no revision to this task or any of its subtask 6.1.

**Task 7 – CUPSS Technical Support**

Under Amendment 1, there is no revision to this task.

**Task 8 – Sustainable Systems Online Self-paced Trainings**

The contractor shall support EPA’s development of self-paced online/interactive trainings for the Drinking Water Training System covering sustainable system topics including capacity development, operator certification, asset management, partnership development, etc. The contractor shall work with EPA to revise previously developed webinar training materials to be used for online self-paced training. The online training will be for EPA and state personnel and water system personnel. The intent is to provide a better understanding of capacity development and operator certification programs including asset management and partnership development. The contractor should anticipate approximately 15 trainings, submitting a draft and final for each training to the EPA WACOR. The contractor shall prepare the formatting and layout of the trainings and assure conformance with Agency standards such as Section 508 compliance. Upon written technical direction, the contractor shall revise previously developed webinar

training materials (provided by the EPA WACOR) for inclusion in the Drinking Water Training System.

#### **Task 9 – Water Systems Partnerships Educational Materials**

The contractor shall support EPA’s development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. Possible educational materials include but are not limited to: interactive flowchart of actions to undertake partnerships, webpage design mock-ups, partnership contract best practices, updates to EPA document EPA 570/9-83-006, directory of water systems partnership contacts available to provide assistance and etc. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>0</b>	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports  Deliver Supplemental Project Specific Quality Assurance Project Plan (SQAPP)	  Per contract requirements  Monthly  Per written technical direction by WA COR
<b>1.0</b>	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support  Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> )  Outreach materials draft  Final outreach materials	  Per written technical direction by WA COR  Per written technical direction by WA COR  Per written technical direction by WA COR  Per written technical direction by WA COR
<b>2.0</b>	<b>Capacity Development Program Tracking Tool (CD Tracker)</b>  Under Amendment 1, there is no revision to this task.	



3.0	<b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b>  Under Amendment 1, there is no revision to this task.	
4.0	<b>National Tribal Operator Certification Program Support</b>  Under Amendment 1, there is no revision to this task.	
5.0	<b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b>  Under Amendment 1, there is no revision to this task.	
6.0	<b>Best Practices Case Studies Preparation</b>  Under Amendment 1, there is no revision to this task.	
7.0	<b>CUPSS Technical Support</b>  Under Amendment 1, there is no revision to this task.	
8.0	<b>Sustainable Systems Online Self-Paced Trainings</b>  Draft training module  Final training module	Per written technical direction by WA COR  Per written technical direction by WA COR
9.0	<b>Water Systems Partnerships Educational Materials</b>  Draft Education material  Final Education material	Per written technical direction by WA COR  Per written technical direction by WA COR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

No travel is authorized.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-62				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2017 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name UIC Primacy & Program Revision				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2016   To   06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 09/01/2015   To   06/30/2017										
This Action:   										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name   Lisa McWhirter  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-2317 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name   Tammy Adams  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

**PERFORMANCE WORK STATEMENT**  
**Cadmus Contract # EP-C-15-022**  
**Work Assignment # 1-62**

**I. ADMINISTRATIVE**

**A. Title: UIC Primacy and Program Revision Support**

**B. Work Assignment Contracting Officer Representative (WACOR):**

Lisa McWhirter  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-2317  
202-564-3754 (fax)

**Alternate Work Assignment COR (WACOR):**

Robert-Eu Smith  
Office of Ground Water and Drinking Water  
(OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-3895  
202-564-3754 (fax)

**C. Quality Assurance**

Task 3 for subtasks 3-2 and 3-4 in this work assignment require the use of primary and /or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract Level Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under task(s) 3 for subtask 3-2 and 3-4 of this work assignment. Work on this/these task(s) cannot proceed until the contractor receives notification of the SQAPP approval from the CL-COR via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

**D. Background**

Part 147 of the Code of Federal Regulations sets forth the applicable Underground Injection Control (UIC) programs for each state, territory, and tribe identified pursuant to the Safe Drinking Water Act (SDWA) as needing a UIC program. These UIC programs are described in Part 147 as either a state-administered program approved by the Environmental Protection Agency (EPA) or a federally-administered program promulgated by the EPA. States can apply for primary enforcement authority for their UIC program(s) under §1422 or §1425 of the SDWA. Approval of a state program is based upon a determination by the Administrator that the programs meet the requirements of §1422 and/or § 1425 of SDWA and the applicable UIC provisions of Parts 124, 144, and 146 of the Code of Federal Regulations (CFR).

While 40 CFR Part 147 identifies the UIC programs and the supporting information, 40 CFR Part 145 lays out the requirements for UIC state program submissions and what the approval, revision and program withdrawal processes are for these programs. Therefore, in order to properly implement and enforce the UIC program, EPA codifies the approvals of state primacy programs and their respective revisions in Part 147. This ensures that the UIC requirements for well classes I, II, III, IV, V, and VI for each state and tribe are federally enforceable.

As of September 7, 2011, states, tribes and territories may also apply for Class VI Primacy. Consistent with the President's Carbon Capture and Sequestration (CCS) Task Force, approving Class VI primacy

applications will be a priority. As states' Class VI primacy applications are approved by the EPA Administrator, the states' Class VI UIC programs will be codified in 40 CFR Part 147.

In addition to UIC primacy and revision applications, states will be requesting EPA approval for aquifer exemptions, which are non-substantial program revisions. These program revisions are approved by letter instead of being approved by rule and codified in Part 147. The State of California is reviewing its Class II program and will be submitting aquifer exemption requests to EPA for review and approval.

This work assignment supports the steps necessary for the contractor to provide support in evaluating a state's (states') Class VI primacy application(s) and/or a state's (states') UIC program revision(s) to be codified in Part 147 as well as non-substantial program revisions that will be approved by letter. These steps include: providing support in evaluating Class VI primacy application(s) and/or UIC §1422 and/or §1425 program revision(s) and aquifer exemption requests from the State of California.

**II. OBJECTIVE:** The contractor shall support EPA in: 1) Comparing states' §1422 programs (including Class VI); 2) Comparing states' §1425 programs; and 3) Reviewing non-substantial program revisions such as aquifer exemption requests from the State of California.

### **III. TASK DETAIL**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA.

**Deliverables:** Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

#### **Task 1: Perform comparison of State UIC §1422 Program Regulations (Including Class VI) (PWS Section 4.3)**

##### **Subtask 1.1: Research Federal and State SDWA § 1422 UIC Program Regulations (Including Class VI) for up to four (4) states**

Under this work assignment, the EPA WACOR will identify up to four (4) state UIC §1422 programs that the contractor shall analyze. Some of these four (4) states may be for Classes I-V and/or Class VI or Class VI only. The contractor shall provide technical support to EPA Headquarters for the following: (1) review the state UIC §1422 program regulation text in 40

CFR Part 147 for those state(s) identified by the EPA WACOR and note the state statutory and regulatory citations codified in Part 147 for each state identified by the EPA WACOR, (2) initiate a web search to locate the state statutes and regulations for each state identified by the EPA WACOR, (3) gather these statutes and regulations electronically for each state identified by the EPA WACOR and deliver to the EPA WACOR. The WACOR will identify up to four (4) state UIC §1422 programs to be analyzed through technical direction. After receiving technical direction from the EPA WACOR, the contractor shall deliver electronically a copy of the state(s) UIC statutes and regulations to the EPA WACOR within ten (10) calendar days. The EPA WACOR will review and confirm the use of the state's UIC statutes and regulations for the crosswalk analysis in subtask 1.2 below.

**Subtask 1.2: Develop and Perform Comparison of State UIC §1422 Crosswalks (Including Class VI)**

Under this work assignment, the contractor shall use the §1422 crosswalk and/or the Class VI crosswalk to perform a detailed comparison of the state's UIC statutes and regulations. These crosswalk templates will be provided to the contractor. The contractor shall note any changes, if any, and/or any differences in the state's statutes and regulations from the federal regulations and include these notes in the crosswalk. For planning purposes, the contractor shall perform a detailed comparison of up to four (4) state UIC §1422 programs that will be identified by the EPA WACOR through technical direction. After receiving technical direction, the contractor shall deliver a crosswalk for each of the states identified to the EPA WACOR for review and comment. For planning purposes, the EPA WACOR plans to issue technical direction for each state (up to four (4)) and will stagger these technical directions throughout the performance period (e.g., one technical direction every month or two (2) months). Once the contractor receives technical direction from the EPA WACOR, the contractor shall have thirty (30) calendar days to deliver the draft crosswalk to the EPA WACOR.

**Subtask 1.3: Summarize Findings in Subtask 1.2**

Under this work assignment, the contractor shall summarize the major changes in states' regulations and statutes as well as any major differences between the states' regulations and the federal regulations in 40 CFR 124, 144, 146, and, if applicable, 148. The draft summary document shall not exceed five (5) pages and be delivered to the EPA WACOR along with the draft crosswalk. For planning purposes, the contractor shall deliver up to four (4) draft summary documents along with the draft crosswalks to be delivered under subtask 1.2 above.

**Task 2: Perform comparison of State UIC §1425 Program Regulations**

**Subtask 2.1: Research Federal and State SDWA §1425 UIC Program Regulations for up to two (2) states**

Under this work assignment, the EPA WACOR will identify up to two (2) state UIC §1425 programs that the contractor shall analyze. The contractor shall provide technical support to EPA Headquarters for the following: (1) review the state UIC §1425 program regulation text in 40 CFR Part 147 for those state(s) identified by the EPA WACOR and note the state statutory and regulatory citations codified in Part 147 for each state identified by the EPA WACOR, (2) initiate a web search to locate the state statutes and regulations for each state identified by the EPA WACOR, (3) gather these statutes and regulations electronically for each state identified by the EPA WACOR and deliver to the EPA WACOR. The WACOR will identify up to two (2) state UIC §1425 programs to be analyzed through technical direction. After receiving technical direction from the EPA WACOR, the contractor shall deliver electronically a copy of the state(s) UIC statutes and regulations to the EPA WACOR within ten (10) calendar days. The EPA WACOR will review and confirm the use of the state's UIC statutes and regulations for the

crosswalk analysis in subtask 2.2 below.

**Subtask 2.2: Develop and Perform Comparison of State UIC §1425 Crosswalks**

Under this work assignment, the contractor shall use the §1425 crosswalk to be provided to the contractor to perform a detailed comparison of the state's UIC statutes and regulations. The contractor shall note any changes, if any, and/or any differences in the state's statutes and regulations from the federal regulations (Guidance 19) and include these notes in the crosswalk. For planning purposes, the contractor shall perform a detailed comparison of up to two (2) state UIC §1425 programs that will be identified by the EPA WACOR through technical direction. After receiving technical direction, the contractor shall deliver a draft crosswalk for each of the states identified to the EPA WACOR for review and comment. For planning purposes, the EPA WACOR plans to issue technical direction for each state (up to two (2)) and will stagger these technical directions throughout the performance period (e.g., one technical direction every month or two (2) months). Once the contractor receives technical direction from the EPA WACOR, the contractor shall have thirty (30) calendar days to deliver the crosswalk to the EPA WACOR.

**Subtask 2.3: Summarize Findings in Subtask 2.2**

Under this work assignment, the contractor shall summarize the major changes in states' regulations and statutes as well as any major differences between the states' regulations and the federal regulations (Guidance 19). The draft summary document shall not exceed five (5) pages and be delivered to the EPA WACOR along with the draft crosswalk. For planning purposes, the contractor shall deliver up to two (2) draft summary documents along with the draft crosswalks to be delivered under subtask 2.2 above.

**Task 3: Provide Non-substantial UIC Program Revision Support for Aquifer Exemption Requests from the State of California**

The State of California has SDWA §1425 primacy (or primary enforcement authority) for Class II UIC wells and has issued UIC permits for these wells. As part of the permitting process, the State of California is required to determine whether the owner/operator seeking a Class II permit will be injecting into an underground source of drinking water (USDW) as defined by the Safe Drinking Water Act. If the injection will be or currently is in a USDW, the State of California must submit an aquifer exemption package to EPA Region 9 in order to permit these Class II injection activities. Some aquifers were exempted at the time California received primacy. However, over the years many of these Class II operations have expanded and/or moved into different formations, and injection is occurring outside the boundary of the original exempted aquifers. As a result, the State of California is requesting the owners/operators of these Class II wells to submit an aquifer exemption package to continue operating in these formations. After California reviews the aquifer exemption packages and determines that the injection activities meet the aquifer exemption criteria, California will forward these aquifer exemption packages to EPA Region 9.

For planning purposes, EPA Region 9 expects to receive up to thirty-five (35) aquifer exemption packages from the State of California throughout the period of performance. Under this work assignment, the EPA WACOR will send the contractor nonsubstantial UIC program revisions for aquifer exemption packages from the State of California. The EPA WACOR expects to send these requests to the contractor electronically.

**Subtask 3.1: Determine if the Aquifer Exemption Package is Complete**

Under this Task, the contractor shall use a modified aquifer exemption checklist that was developed for reviewing proposed aquifer exemption packages submitted to EPA Region 9 by the



State of California. This checklist is based on the original checklist found in the EPA Water Division Directors Memo, "Enhancing Coordination and Communication with States on Review and Approval of Aquifer Exemption Requests under SDWA," dated July 24, 2014. For each aquifer exemption package the EPA WACOR receives from the State of California and forwards to the contractor, the contractor shall use the modified checklist described above and compare the aquifer exemption package to that checklist and determine whether the State of California has submitted a complete aquifer exemption package. EPA Region 9 expects to receive up to thirty-five (35) aquifer exemption packages from the State of California. The EPA WACOR will forward these aquifer exemption packages electronically to the contractor. For planning purposes, the contractor shall submit to the EPA WACOR a short summary of the documentation submitted and whether the aquifer exemption request is complete in addition to a completed checklist. This short summary should not exceed two (2) pages and be delivered electronically to the EPA WACOR within five (5) business days of receipt of the aquifer exemption request from the EPA WACOR. In the event an aquifer exemption package(s) is(are) determined to be incomplete and is(are) returned to the State of California, a second completeness check will need to be performed for those returned aquifer exemption packages. For planning purposes, the contractor shall expect to deliver up to thirty-five (35) short summary documents to the EPA WACOR within the period of performance.

### **Subtask 3.2: Review and Evaluate Aquifer Exemption Requests and Supporting Documents**

Under this Task, the EPA WACOR will confirm whether the up to thirty-five (35) aquifer exemption packages forwarded under Subtask 3.1 above are complete and can be used for this subtask or whether a revised version of the aquifer exemption package will be forwarded to the contractor. Upon receipt of the aquifer exemption packages, the contractor shall use the modified aquifer exemption check list discussed above in Subtask 3.1 and determine whether the information provided by the State of California is adequate to substantiate the aquifer exemption packages. To make this determination, the Contractor shall review and evaluate the data, modeling results, and analyses submitted by the State of California to support its recommendation(s) to EPA to approve the aquifer exemption packages. In the summary memo, the contractor shall also make recommendations for EPA to request from the State of California additional data that may be missing and/or insufficient to support the conclusions in the aquifer exemption package(s).

For planning purposes, the Contractor shall summarize the detailed review of the aquifer exemption packages and develop a report or memo not to exceed five (5) pages per aquifer exemption package and deliver the report to the EPA WACOR within ten (10) business days of receipt of the aquifer exemption package. The contractor shall expect to review and evaluate up to thirty-five (35) aquifer exemption packages and deliver up to thirty-five (35) five-page summary reports.

In the event site visits are necessary, the contractor shall review background technical information pertaining to oil/gas fields and proposed aquifer exemptions in California and meet with state and EPA representatives to discuss the specifics of the proposed aquifer exemptions. The contractor shall provide technical feedback on the elements of the proposed aquifer exemption packages/sites during the site visit(s) and provide a written summary report not to exceed five (5) pages within five (5) business days of the site visit. For planning purposes, the contractor shall expect to travel to California on four (4) separate trips and send up to two (2) people to California for up to five (5) days per trip. Locations within California and dates of travel will be determined throughout the period of performance.

### **Subtask 3.3: Provide Technical Support in Developing Statement of Basis Letters for**



### **Approving or Denying Aquifer Exemption Requests**

Under this Task, the EPA WACOR will request contractor support in drafting the statement of basis letter that will provide EPA's rationale for approving or denying an aquifer exemption request. The contractor shall use the template developed in Subtask 3.4 above for the statement of basis letter format and content for the contractor to follow.

For planning purposes, the contractor shall expect to draft up to thirty-five (35) statements of basis during this period of performance and each statement of basis shall be in the range of five (5) to ten (10) pages. The first draft of the statement of basis letter shall be due to the EPA WACOR within fifteen (15) business days of receipt of technical direction from the EPA WACOR. EPA will review the draft statement of basis letter and submit comments to the contractor. Within ten (10) business days of receipt of EPA's comments, the contractor shall deliver a final version of the statement of basis letter to the EPA WACOR.

### **Subtask 3.4: Develop Geographic Information System (GIS) maps**

Under this Task, the contractor shall develop GIS maps that plot the location of proposed aquifer exemptions or aquifer exemption applications received by EPA; the lateral and vertical extents of the aquifers proposed for exemption, if known; the location of Class II injection wells that may be shut-in or voluntarily relinquishing their permits; or the location of specific Class II wells by California's Division of Oil, Gas and Geothermal Resources (DOGGR) Category or by DOGGR District, or other maps as required.

For planning purposes, the contractor shall develop up to ten (10) GIS maps throughout the period of performance. The EPA WACOR will provide the contractor either a website where data can be downloaded or the actual data to be used in developing these maps. The contractor shall deliver a draft GIS map electronically to the EPA WACOR within ten (10) business days of receiving technical direction from the EPA WACOR and the data to be used in developing the map. EPA will review and submit comments on the maps to the contractor. Within five (5) business days of receipt of EPA's comments, the contractor shall deliver a final GIS map electronically to the EPA WACOR.

Development of GIS maps should leverage desktop software consistent with the Agency Enterprise License Agreement (ELA) agreement with ESRI. The contractor shall produce all maps consistent with EPA standards for GIS desktop software, the current Agency standard for desktop GIS tools is ESRI ArcGIS Desktop 10.4 or higher. In the event that map outputs require online publication, no customized software shall be developed to support this requirement. Online publication of maps should leverage EPA's Geoplatform technical architecture to the fullest extent possible.

### **Subtask 3.5: Provide Support for Public Notice(s) and Public Hearing(s)**

Under this Task, the contractor shall provide logistic and/or technical support for possible public notice(s) and/or public hearing(s) if necessary. In the event an aquifer exemption request or application needs public notice and a public hearing, the contractor shall help draft the public notice, review and prepare draft responses to any public comments received during the public notice period. The contractor shall help locate and secure meeting space, audio/visual (a/v) equipment, and/or lodging for a public hearing. The public hearing should be not more than four hours or a half day. The contractor may be needed to attend the public hearing and provide logistical support such as taking notes and transcribing the public hearing.

For planning purposes, the contractor shall expect to provide logistical and/or technical support for one public notice and one public hearing. The contractor shall expect to send one staff person

to a public hearing. The contractor shall expect to locate and secure meeting space, a/v equipment as necessary, and lodging, if needed, for one public hearing. The EPA WACOR will provide technical direction at a date to be determined for this Task.

### **Subtask 3.6: Provide Technical Support in Reviewing Class II Well Data**

Under this Task, the contractor shall provide technical support in reviewing deliverables from the State of California primarily in the form of Excel Spreadsheets or Word documents. These State deliverables will include Class II well data such as location of the wells, formation(s), field(s), operator names, American Petroleum Institute (API) numbers, status of the wells, type of injection (cyclic steam, disposal, etc.), indication of whether additional information is needed (information orders requested) to evaluate the well, and initial indication of whether the well needs an aquifer exemption or be shut-in. Other deliverables may contain summaries of the data and/or final disposition of wells based on the additional information received from the operators. This task may involve conducting site visits of oil/gas fields where aquifer exemptions are being requested for Class II injection activities.

For planning purposes, the EPA WACOR will provide the state deliverables to the contractor throughout the period of performance. Upon receipt of technical direction, the contractor shall review these Excel Spreadsheets and summary documents and make recommendations to the EPA WACOR to request additional information from the State on specific wells that may be of concern (e.g., these wells are close to a drinking water supply or these wells were initially marked as needing to be shut-in), or make comments and/or observations regarding trends or findings in the data provided. The contractor shall deliver to the EPA WACOR within ten (10) business days a summary of any recommendations for EPA to request additional information from the State of California. The summary document should include well identification information such as API number, operator's name, field and formation (if provided) as well as the additional information recommended for each well. This document should not exceed five (5) pages. The contractor should expect to receive up to four (4) state deliverables, two or three spreadsheets and one or two summary documents.

The contractor shall also track any wells identified as being shut-in, note the documentation ordering these wells to be shut-in (e.g., shut-in orders or state regulations requiring the wells to be shut in by a certain date) or note that this information is missing. These notes can be entered into an Excel spreadsheet per technical direction. The contractor shall deliver upon technical direction the spreadsheet with these notes as well as a summary document not to exceed one page outlining the total number of wells shut-in and how many of those have documentation of being shut in.

### **Subtask 3.7: Provide Communications Support**

Under this Task, the contractor shall provide support in drafting up to two (2) technical presentations (slides, in PowerPoint, and talking points) on the California Class II program and aquifer exemptions. One presentation would be internal to EPA managers and staff and the second presentation would be for the public (e.g., The Ground Water Protection Council (GWPC)). For planning purposes, these presentations would be thirty (30) minutes to one (1) hour each. Upon receipt of technical direction from the EPA WACOR, the contractor shall provide a draft presentation (slides and talking points) within fifteen (15) business days. EPA will review the presentation and submit comments to the contractor. Upon receipt of EPA's comments, the contractor shall provide a final draft of the presentation to the EPA WACOR within five (5) business days.

Under this Task, the contractor shall also support EPA in developing briefing papers or quick turnaround summary and/or status update papers. For planning purposes, the contractor shall

receive technical direction to prepare up to three (3) briefing or quick turnaround papers. These papers should not exceed five (5) pages. Upon receipt of technical direction from the EPA WACOR, the contractor shall deliver the briefing or quick turnaround paper within five (5) business days.

#### IV. SCHEDULE OF DELIVERABLES:

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Work Plan and Budget</b>		
	Work plan, budget, and QA supplemental	According to Contract
	Telephone calls between WAM and Project Officer.	Weekly
	Face-to-face meetings at EPA HQ	Monthly
	Kick-off Meeting at EPA	Within 5 calendar days of work assignment approval
	Progress and financial reports	Monthly
<b>Task 1:</b>	<b>Perform Comparison of states' §1422 UIC Programs (Including Class VI)</b>	
	1.1 Electronic copy of states' regulations and statutes	To Be Determined (TBD) (within 10 calendar days of receiving Technical Direction)
	1.2 §1422 Crosswalk Crosswalk	TBD (within 30 calendar days of receiving Technical Direction)
	1.3 Summary of Findings Summary	TBD (within 30 calendar days of receiving Technical Direction)
<b>Task 2:</b>	<b>Perform Comparison of states' §1425 UIC Programs</b>	
	2.1 Electronic copy of states' regulations and statutes	TBD (within 10 calendar days of receiving Technical Direction)
	2.2 §1425 Crosswalk Crosswalk	TBD (within 30 calendar days of receiving Technical Direction)
	2.3 Summary of Findings Summary	TBD (within 30 calendar days of receiving Technical Direction)
<b>Task 3:</b>	<b>Provide Non-Substantial UIC Program Revision Support for Aquifer Exemption Requests from the State of California</b>	
	3.1 Determine Aquifer Exemption Request is Complete	TBD (within 5 business days of receiving Technical Direction)
	3.2 Review Documents Submitted in Support of Aquifer Exemption Requests	TBD (within ten business days of

		receiving Technical Direction)
	3.3 Provide Support in Developing Statements of Basis for Approving or Denying Aquifer Exemption Requests	
	First Draft	TBD (within fifteen business days of receiving Technical Direction)
	Final Draft	TBD (within five business days of receiving Technical Direction)
	3.4 Develop GIS Maps	
	First Draft	TBD (within ten business days of receiving Technical Direction)
	Final Draft	TBD (within five days of receiving Technical Direction)
	3.5 Provide Support for Public Notice and Public Hearing	TBD
	3.6 Provide Technical Support for Reviewing Class II Well Data	TBD (within ten business days of receiving Technical Direction)
	Summary or recommendations	
	3.7 Provide Communication Support	
	Technical PowerPoint presentations	TBD (within fifteen business days of receiving Technical Direction)
	First Draft	
	Final Draft	TBD (within five business days of receiving Technical Direction)
	Briefing Papers or Summary Reports	TBD (within five business days of receiving Technical Direction)

## V. Miscellaneous

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred Mapping software format	ESRI ArcGIS Desktop 10.4 or higher

#### **VI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedules, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-62				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      1			UIC Primacy & Program Revision				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-62 is to add a new alternate WACOR: Matt Colombo.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Lisa McWhirter							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-2317			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name Noelle Mills							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2171			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-70				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2017 Base                      Option Period Number    1			Title of Work Assignment/SF Site Name Aquifer Exemptions Data Initia				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 5.1, 2.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/13/2016   To   06/30/2017				
Comments: The contractor is authorized to start work immediately on this WA.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015   To   06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name    Jill Dean  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number: 202-564-8241			
							FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name    Tammy Adams  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>(Signature)</span> <span>(Date)</span> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 1-70**

**I. ADMINISTRATIVE:**

**A. Title: Aquifer Exemption Data Initiative**

**B. Work Assignment Contracting  
Officer's Representative (WACOR):**

Jill Dean  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
Office: 202-564-8241  
Fax: 202-564-3756  
E-mail: [dean.jill@epa.gov](mailto:dean.jill@epa.gov)

**C. Quality Assurance:**

Tasks 2 and 3 in this Work Assignment (WA) require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on these tasks cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officers Representative (CL-COR) via email. The QA requirements must be addressed in the monthly progress reports as specified under Task 0 below.

Additional information on the PQAPP is described in the Task 1.

**D. Background:**

The Underground Injection Control (UIC) program has collected national aquifer exemption data in Environmental Protection Agency (EPA) Headquarters. The UIC program requirements are found in the Code of Federal Regulations (CFR) at 40 CFR Parts 144, 146 and 148. The requirements of concern in this work assignment are requests for aquifer exemptions and the supporting underlying data. An aquifer exemption is an aquifer or a portion thereof which meets the criteria for an "underground source of drinking water" (USDW) as laid out in 40 CFR 146.3 and may be determined under 40 CFR 144.7 to be an exempted aquifer if it meets the criteria of 40 CFR 146.4 (a), (b), (c) and (d). Briefly, in order for aquifers (USDWs) to be removed from UIC program protection, they must not serve as a drinking water source now or in the future based on criteria listed in 40 CFR 146.4 (a), (b) 1-4, and (c); the total dissolved solids must be greater than 3,000 and less than 10,000 mg/L; and the aquifer is not reasonably expected to supply a public water system. Most aquifer exemption requests are usually associated with an injection well permit and are considered a UIC program revision. Aquifer



exemption requests are generally managed at the EPA regional and state level, however, there are instances where EPA Headquarters gets involved in the process, namely because some aquifer exemption requests are considered major program revisions. Owners/operators (o/o) of injection wells wishing to exempt underground sources of drinking water (USDW) for purposes associated with underground injection projects may submit an aquifer exemption request or application to the regulatory agency for review. If the regulatory agency is a delegated state UIC program, it can review the application and make a determination that it is technically sound and submit its recommendation for approval to EPA. Only EPA can approve aquifer exemptions. In the case of a Direct Implementation state (States without the UIC program delegation are run by EPA Regions.), the o/o submits the aquifer exemption application directly to the EPA region for review and approval.

## **II. OBJECTIVE:**

EPA maintains aquifer exemptions data at Headquarters. The contractor shall provide technical support to EPA for the Aquifer Exemption Data Initiative to update the current aquifer exemptions dataset with new information. Technical support may include collecting aquifer exemption data from the EPA regions, communicating with the EPA regions to ensure accurate interpretation of the data, performing quality control/assurance procedures, and finalizing the aquifer exemption data in an Excel spreadsheet and geospatial information system (GIS) file. Additionally, the contractor shall provide documentation of methodology and decisions as well as metadata for the geospatial data.

The contractor shall provide technical and general support per technical direction only from the WACOR or alternate WACOR for the Aquifer Exemption Data Initiative.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan, Weekly Conference Calls, and Monthly Progress Reports Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, and the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. For planning purposes, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables that will be publicly released be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

Weekly conference calls between the WACOR and contractors are expected to communicate work progress and address any challenges that arise. For planning purposes, no more than two (2) contractor staff should attend the weekly conference calls. Weekly calls are expected to be no more than one (1) hour in duration.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in the WA.

Deliverables: Work plan and monthly progress and financial reports

### **Task 1 – Project-Specific Quality Assurance Project Plan**

Tasks in this WA 1-70 are a continuation of work conducted under WA 0-70. The contractor shall update, as needed, the existing PQAPP completed under WA 0-70, as noted in section C Quality Assurance, and ensure the quality of secondary data used to complete these tasks. The PQAPP should reflect the QA procedures that the contractor shall take to assure project quality. The contractor shall write the PQAPP using the active voice. The text of the PQAPP must explicitly reference tools that the contractor shall use to document and review reproducibility and traceability, such as standard operating procedures, check lists, and guidelines. The PQAPP must include the tools as attachments for EPA's review and approval. The contractor shall perform work under this performance work statement in a manner consistent with the PQAPP. In addition, the contractor shall document relevant QA activities in any deliverable.

Quality assurance and metadata support for geospatial files should adhere to EPA approved geospatial procedures and standards found at <https://www.epa.gov/geospatial/geospatial-policies-and-standards>.

Deliverable: PQAPP

### **Task 2 – Data Update and Quality Assurance**

The contractor shall add aquifer exemption data collected from the EPA Regions to a spreadsheet, communicate with Regional staff to ensure accurate interpretation of the data, perform quality control/assurance procedures, update the appropriate quality assurance (QA) fields in the spreadsheet, and finalize the aquifer exemption spreadsheet. The aquifer exemption spreadsheet includes approximately four thousand (4,000) rows of data with around twenty (20) data fields. The WACOR will provide the contractor with a current version of the data.

Any data that do not meet acceptance criteria prescribed by the PQAPP shall be identified to the EPA in a memorandum with an explanation of the quality issue. For planning purposes, up to ten (10) memorandums describing data quality issues and either proposed or actual resolution of the issues may be needed. Resolution may include changes to database structure that improve communications, exclusion of data that does not meet quality criteria described in the PQAPP, or corrections to data elements. It may be necessary for the contractor, upon request from the EPA, to contact specific EPA Regional staff to clarify or update some data in order to meet quality acceptance criteria.

The contractor shall provide the WACOR with draft versions of the spreadsheet, as needed, in order to facilitate decisions about data management and clarifications requested of

Regional staff. After QA processes conclude, the contractor shall provide the WACOR with a final version of the spreadsheet that includes the updated aquifer exemptions data.

Deliverables: QA issue memorandums, draft and final versions of datasets

### **Task 3 – Geospatial File Development**

Once the aquifer exemption dataset described in Task 2 is final, the contractor shall pair selected data elements from the spreadsheet with point and polygon locations for the exempted aquifers developed in Environmental Systems Research Institute (ESRI) ArcGIS 10.4 or higher. The contractor shall identify whether individual records meet QA criteria using flag fields. The contractor shall provide the WACOR with a subset of the data that meets QA criteria; rows with insufficient, inaccurate, contradictory, or otherwise invalid location information will be excluded. The subset of data will include identifying information for each exempted aquifer; locational information such as county, state, tribe, latitude and longitude of the centroid for each exempted aquifer; the injection well class associated with the aquifer exemption; the exemption area; depth of the exempted aquifer; lithology; approval date; and injectate characteristics. The subset of data shall be appropriate for separate analysis in ESRI ArcGIS 10.4 or higher.

The contractor shall develop a script able to draw boundaries for descriptions of the exempted aquifers in Public Land Survey System (PLSS) format, and a user guide with directions for creating polygons with the script. EPA is aware that a portion of the aquifer exemption locational data may be described in PLSS format or a highly detailed version of PLSS format, e.g. 100 feet from the southern boundary of a specific township, range, and section. For planning purposes, approximately five hundred (500) aquifer exemptions may have descriptions that require a script to develop the polygon boundary. The script should undergo appropriate quality control/assurance processes to ensure that polygon boundaries accurately portray the location of the aquifer exemption boundary. The script and user guide will be given to EPA Regional GIS Coordinators and state UIC programs to create shapefiles. For planning purposes, the script user guide should be no more than ten (10) pages in length and 508-compliant.

In the event that map outputs require online publication, no custom geospatial software shall be developed to support this requirement. Online publication of maps should leverage EPAs GeoPlatform technical architecture (hardware and software) to the fullest extent possible for public search and discovery.

The contractor shall prepare metadata for the geospatial file using the EPA Metadata Editor (EME). (EME; for more information on the EPA Metadata Editor, please see <https://edg.epa.gov/metadata/catalog/main/home.page.>) For planning purposes, the data file destined for the EPA GeoPlatform will include up to fifteen data fields and up to five thousand (5,000) rows of data. All fields will be completed to the contractor's best knowledge with input from the WACOR and EPA Region 8 staff, including optional fields. The final metadata will be validated using EME's validation tool and provided in XML and HTML formats. All geospatial metadata will be published in EPA's Environmental Data Gateway, which serves Data.gov as an Office of Management and Budget (OMB)

requirement. Information on metadata and the Environmental Data Gateway may be found at <https://edg.epa.gov/metadata/catalog/main/home.page>.

Deliverables: file with subset of data for separate GIS analysis; PLSS script and user guide; metadata for geospatial file

#### **Task 4 – Communication Materials**

The contractor shall develop a draft user guide for the geospatial file that will be released to the public. The user guide should explain the data elements found in the geospatial file, include a brief methodology for creation of the geospatial file and QA processes applied to the data, and describe appropriate use or limitations of the data. For planning purposes, the user guide should be no more than five (5) pages in length and include any necessary graphics to effectively explain the information to stakeholders that may be unfamiliar with the UIC program and its activities. The final user guide should be 508 compliant.

The contractor shall convert up to ten (10) individual communication materials to be 508 compliant upon request by the WACOR. For planning purposes, the materials may include fact sheets (up to two pages each), graphic files in JPG or PDF format such as maps, or text documents (up to ten pages each).

Deliverables: user guide for geospatial dataset; 508-compliant documents

#### **IV. Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	Work Plan	Within twenty (20) calendar days of receipt of work assignment
	Monthly progress and financial reports	Monthly
	Conference call to discuss project progress	Weekly
1	PQAPP update	Within fifteen (15) days of issuance of work assignment
2	Data quality issue memorandums	As requested by WACOR
	Draft dataset	As requested by WACOR
	Final dataset	By August 31, 2016
3	Geospatial file	By August 31, 2016
	Metadata for geospatial dataset	By August 31, 2016
	Script to create polygons from PLSS locations	By August 31, 2016
	User guide for script	By August 31, 2016
4	User guide	By August 31, 2016
	508-compliant documents	As requested by WACOR

#### **V. Miscellaneous**

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred GIS format:	ESRI ArcGIS, version 10.4 or higher

## **VI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-70				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Aquifer Exemption Data Initiat				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 5.1, 2.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 11/30/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-70 is to add an alternate COR, William Bates.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name    Jill Dean							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-8241			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Donna Reinhart							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2114			
							FAX Number:			

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-70				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number    1			Aquifer Exemption Data Initiat				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 5.1, 2.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/13/2016 To 06/30/2017					
Comments: The purpose of this Amendment 2 to Cadmus (EP-C-15-022) WA 1-70 is to add additional hours to Task 3 to allow the contractor to address comments on the Aquifer Exemption Geoplatfrom site and additional hours to Task 0.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name    Jill Dean							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-8241			
							FAX Number:			
Project Officer Name    Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name    Noelle Mills							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2171			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 1-70**  
**Amendment #2**

**I. ADMINISTRATIVE:**

**A. Title: Aquifer Exemption Data Initiative**

**B. Work Assignment Contracting  
Officer's Representative (WACOR):**

Jill Dean  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
Office: 202-564-8241  
Fax: 202-564-3756  
E-mail: [dean.jill@epa.gov](mailto:dean.jill@epa.gov)

**Alternate WACOR:**

William Bates  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
Office: 202-564-6165  
Fax: 202-564-3756  
E-mail: [bates.william@epa.gov](mailto:bates.william@epa.gov)

**C. Quality Assurance:**

Tasks 2 and 3 in this Work Assignment (WA) require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on these tasks cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officers Representative (CL-COR) via email. The QA requirements must be addressed in the monthly progress reports as specified under Task 0 below.

Additional information on the PQAPP is described in the Task 1.

**D. Background:**

The Underground Injection Control (UIC) program has collected national aquifer exemption data in Environmental Protection Agency (EPA) Headquarters. The UIC program requirements are found in the Code of Federal Regulations (CFR) at 40 CFR Parts 144, 146 and 148. The requirements of concern in this work assignment are requests for aquifer exemptions and the supporting underlying data. An aquifer exemption is an aquifer or a portion thereof which meets the criteria for an "underground source of drinking water" (USDW) as laid out in 40 CFR 146.3 and may be determined under 40 CFR 144.7 to be an exempted aquifer if it meets the criteria of 40 CFR 146.4 (a), (b), (c) and (d). Briefly, in order for aquifers (USDWs) to be removed from UIC program protection, they must not serve as a drinking water source now or in the future based on criteria listed in 40 CFR 146.4 (a), (b) 1-4, and (c); the total dissolved solids must be greater than 3,000 and less than 10,000 mg/L; and the aquifer is not reasonably expected to supply a public water system. Most aquifer exemption requests are usually



associated with an injection well permit and are considered a UIC program revision. Aquifer exemption requests are generally managed at the EPA regional and state level, however, there are instances where EPA Headquarters gets involved in the process, namely because some aquifer exemption requests are considered major program revisions. Owners/operators (o/o) of injection wells wishing to exempt underground sources of drinking water (USDW) for purposes associated with underground injection projects may submit an aquifer exemption request or application to the regulatory agency for review. If the regulatory agency is a delegated state UIC program, it can review the application and make a determination that it is technically sound and submit its recommendation for approval to EPA. Only EPA can approve aquifer exemptions. In the case of a Direct Implementation state (States without the UIC program delegation are run by EPA Regions.), the o/o submits the aquifer exemption application directly to the EPA region for review and approval.

## **II. OBJECTIVE:**

The amendment adds hours to Task 3 to address comments on the draft EPA Geoplatform site developed by the contractor. The amendment also adds hours to Task 0 to develop an updated budget summary.

The contractor shall provide technical and general support per technical direction only from the WACOR or alternate WACOR for the Aquifer Exemption Data Initiative.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan, Weekly Conference Calls, and Monthly Progress Reports Submission**

The contractor shall develop an updated budget summary.

Deliverables: Updated budget summary

### **Task 1 – Project-Specific Quality Assurance Project Plan**

No changes.

### **Task 2 – Data Update and Quality Assurance**

No changes.

### **Task 3 – Geospatial File Development**

The contractor shall address recent comments on the draft EPA Geoplatform site.

### **Task 4 – Communication Materials**

No changes.

**IV. Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	Budget summary	Per contract requirements
3	Geospatial site updates including files	By January 18, 2017

**V. Miscellaneous****Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred GIS format:	ESRI ArcGIS, version 10.4 or higher

**VI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>Performance Requirement</b>	<b>Measureable Performance Standards</b>	<b>Surveillance Methods</b>	<b>Incentives/Disincentives</b>
<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CLCOR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).	<p>Two or more work assignments per contract period where the contractor does not meet the measureable performance standard will be considered unsatisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p> <p>Fewer than two work assignments per contract period where the contractor does not meet the measureable performance standard will be considered satisfactory performance and will be reported as such in the CPARS Performance Evaluation System under the category of Management.</p>
<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding	The EPA CLCOR will routinely discuss the work progress and contract level and individual task expenditures with the Project Manager. The WACOR will maintain regular contact with	If the contractor does not meet the measurable performance standards per contract period it will be assigned a rating of Unsatisfactory in CPARS under the category of Cost Control.

<b>Performance Requirement</b>	<b>Measureable Performance Standards</b>	<b>Surveillance Methods</b>	<b>Incentives/Disincentives</b>
needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The Risk Management Strategy shall consider process, schedule, prioritization, and cost benefit analysis.	ceiling for any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	the Contractor's designated task order manager/project manager to discuss task progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.	A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Cost Control if the contractor meets the measureable performance standards and accurately reports the costs in the progress reports according to the requirements in the "Reports of Work" attachment to the contract.
<u>Schedule Standard:</u> Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	No more than 15% of all deliverables per WA shall be submitted more than 3 work days past the due date.	EPA will closely monitor task milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.	If the contractor does not meet the measurable performance standards per WA it will be assigned a rating of Unsatisfactory in CPARS under the category of Schedule.  A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of

<b>Performance Requirement</b>	<b>Measureable Performance Standards</b>	<b>Surveillance Methods</b>	<b>Incentives/Disincentives</b>
			Schedule if the contractor meets the measureable performance standards.
<u>Document Development:</u> Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CLCOR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WACOR will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents	If the contractor does not meet the measurable performance standards per work assignment it will be assigned a rating of Unsatisfactory in CPARS under the category of Quality.  A satisfactory rating will be reported in the CPARS Performance Evaluation System under the category of Quality if the contractor meets the measureable performance standards.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">EPA</h1> </div> <div> <p>United States Environmental Protection Agency Washington, DC 20460</p> <h2 style="margin: 0;">Work Assignment</h2> </div> </div>		<p>Work Assignment Number 1-70</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Other             <input checked="" type="checkbox"/> Amendment Number: 000003           </div>																																																																		
<p>Contract Number EP-C-15-022</p>	<p>Contract Period 09/01/2015 To 06/30/2018</p> <p>Base Option Period Number 1</p>	<p>Title of Work Assignment/SF Site Name Aquifer Exemption Data Initiat</p>																																																																		
<p>Contractor CADMUS GROUP, INC., THE</p>		<p>Specify Section and paragraph of Contract SOW 5.1, 2.3 , 2.2, 4.3</p>																																																																		
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<p>Comments:</p> <p>The purpose of this amendment 3 to Cadmus (EP-C-15-022) WA 1-70 is to add seventy-five (75) hours to Tasks 2 and 3 to develop SQL code for extracting data from a dataset, continue developing script for exemptions and to add five (5) hours to Task 0 to develop an updated workplan budget.</p>																																																																				
<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Superfund           <div>Accounting and Appropriations Data</div> <input checked="" type="checkbox"/> Non-Superfund         </div>																																																																				
<p>SFO (Max 2) <input type="text"/></p> <p style="text-align: center; font-size: small;">Note: To report additional accounting and appropriations date use EPA Form 1900-69A.</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Line</th> <th>DCN (Max 6)</th> <th>Budget/FY (Max 4)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Org/Code (Max 7)</th> <th>Program Element (Max 9)</th> <th>Object Class (Max 4)</th> <th>Amount (Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code	1											2											3											4											5										
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<p>Work Assignment Manager Name Jill Dean</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>		<p>Branch/Mail Code:</p> <p>Phone Number: 202-564-8241</p> <p>FAX Number:</p>																																																																		
<p>Project Officer Name Nancy Parrotta</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>		<p>Branch/Mail Code:</p> <p>Phone Number: 202-564-5260</p> <p>FAX Number:</p>																																																																		
<p>Other Agency Official Name Lisa Mitchell-Flinn</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>		<p>Branch/Mail Code:</p> <p>Phone Number: 513-487-2852</p> <p>FAX Number:</p>																																																																		
<p>Contracting Official Name Noelle Mills</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>(Signature)</div> <div>(Date)</div> </div>		<p>Branch/Mail Code:</p> <p>Phone Number: 513-487-2171</p> <p>FAX Number:</p>																																																																		

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 1-70**  
**July 13, 2016 - June 30, 2017**  
**Amendment #4**

**I. ADMINISTRATIVE:**

**A. Title: Aquifer Exemption Data Initiative**

**B. Work Assignment Contracting Officer's Representative (WACOR):**      **Alternate WACOR:**

Jill Dean  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
Office: 202-564-8241  
Fax: 202-564-3756  
E-mail: [dean.jill@epa.gov](mailto:dean.jill@epa.gov)

William Bates  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
Office: 202-564-6165  
Fax: 202-564-3756  
E-mail: [bates.william@epa.gov](mailto:bates.william@epa.gov)

**C. Quality Assurance:**

Tasks 2 and 3 in this Work Assignment (WA) require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on these tasks cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officers Representative (CL-COR) via email. The QA requirements must be addressed in the monthly progress reports as specified under Task 0 below.

Additional information on the PQAPP is described in the Task 1.

**D. Background:**

The Underground Injection Control (UIC) program has collected national aquifer exemption data in Environmental Protection Agency (EPA) Headquarters. The UIC program requirements are found in the Code of Federal Regulations (CFR) at 40 CFR Parts 144, 146 and 148. The requirements of concern in this work assignment are requests for aquifer exemptions and the supporting underlying data. An aquifer exemption is an aquifer or a portion thereof which meets the criteria for an "underground source of drinking water" (USDW) as laid out in 40 CFR 146.3 and may be determined under 40 CFR 144.7 to be an exempted aquifer if it meets the criteria of 40 CFR 146.4 (a), (b), (c) and (d). Briefly, in order for aquifers (USDWs) to be removed from UIC program protection, they must not serve as a drinking water source now or in the future based on criteria listed in 40 CFR 146.4 (a), (b) 1-4, and (c); the total dissolved solids must be greater than 3,000 and less than 10,000 mg/L; and the aquifer is not reasonably



expected to supply a public water system. Most aquifer exemption requests are usually associated with an injection well permit and are considered a UIC program revision. Aquifer exemption requests are generally managed at the EPA regional and state level, however, there are instances where EPA Headquarters gets involved in the process, namely because some aquifer exemption requests are considered major program revisions. Owners/operators (o/o) of injection wells wishing to exempt underground sources of drinking water (USDW) for purposes associated with underground injection projects may submit an aquifer exemption request or application to the regulatory agency for review. If the regulatory agency is a delegated state UIC program, it can review the application and make a determination that it is technically sound and submit its recommendation for approval to EPA. Only EPA can approve aquifer exemptions. In the case of a Direct Implementation state (States without the UIC program delegation are run by EPA Regions.), the o/o submits the aquifer exemption application directly to the EPA region for review and approval.

## **II. OBJECTIVE:**

The purpose of this amendment 4 is to clarify the tasks to be performed under Tasks 2 and 3 described in amendment 3 with regard to developing SQL code for extracting data from the Region 8 aquifer exemption dataset and continuing the development of script to draw boundaries for exemptions in Public Land Survey System format.

The contractor shall provide technical and general support per technical direction only from the WACOR or alternate WACOR for the Aquifer Exemption Data Initiative.

This work will be completed commensurate with Sections 2.2, 2.3, and 4.3 of the Contract Level PWS.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan, Weekly Conference Calls, and Monthly Progress Reports Submission**

The amendment adds an additional five (5) hours to Task 0 to develop an updated budget summary

Deliverables: Updated budget summary

### **Task 1 – Project-Specific Quality Assurance Project Plan**

No changes.

### **Task 2 – Data Update and Quality Assurance**

The amendment adds an additional fifteen (15) hours to Task 2 for the contractor to provide SQL code to extract data from the Region 8 aquifer exemption database into a Microsoft Excel spreadsheet with the Headquarters formatting template, and an accompanying user guide.

The SQL code shall be in a format so that EPA staff can copy and paste the code into a new query in Microsoft Access and produce a table that can be exported into Microsoft Excel. The accompanying user guide shall explain the specific parts of the code that should be changed for future extracts of the data. For example, Region 8 would like to update existing records in the Headquarters dataset as well as add new records; the user guide should include information about which parts of the SQL code to change to extract existing and new records. For planning purposes, the user guide should be no longer than five (5) pages and include the SQL code.

Deliverables: SQL code and user guide for modifying SQL code

### **Task 3 – Geospatial File Development**

The amendment adds an additional sixty (60) hours to complete work on the script to draw boundaries of exempted aquifers in Public Land Survey System (PLSS) format, and assigning editing right to the Aquifer Exemption Map to the WACOR.

The contractor shall continue to develop the script that allows a user to create polygons from PLSS descriptions and a user guide as described in the Statement of Work for WA 1-70 (July 2016). Quality assessment of the script may be needed to address inaccurate polygons created for the Region 8 aquifer exemptions. For planning purposes, approximately one hundred (100) polygons from the Region 8 dataset will need to be assessed to determine the reason why the script may have incorrectly drawn the boundaries.

Additionally, the contractor shall assign ownership and editing rights to the Aquifer Exemption Map on the EPA Geoplatform to the WACOR and provide a tutorial to the WACOR to explain the files that were used to create the various functions and tabs on the Geoplatform.

Deliverables: PLSS script and user guide; editing rights to the Aquifer Exemption Map; tutorial for the Aquifer Exemption Map

### **Task 4 – Communication Materials**

No changes.

### **IV. Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	Budget summary	Per contract requirements
2	SQL code and user guide for modifying code	By April 30, 2017
3	PLSS script and user guide	By May 31, 2017
	Editing rights to the Aquifer Exemption Map	By April 15, 2017
	Tutorial for the Aquifer Exemption Map	By April 15, 2017

### **V. Miscellaneous**

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred GIS format:	ESRI ArcGIS, version 10.4 or higher

## **VI. Travel**

The contractor should anticipate only local travel, if necessary, in support of this WA over the duration of the performance period.

## **VII. Meetings, Conferences, Training Events, Award Ceremonies, and Receptions**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. Contractor Identification**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. Printing**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 1-70				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      1			Title of Work Assignment/SF Site Name Aquifer Exemption Data Initiat				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 4.3, 5.1, 5.22					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/13/2016   To   06/30/2017				
Comments: The purpose of Amendment 5 to Cadmus (EP-C-15-022) WA 1-70 is modify the approach in Amendment 4 and to add 80 hours (Five hours to Task 0 and 75 hours to Task 3). Amendment 5 replaces Amendments 3 and 4.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 539				
09/01/2015 To 06/30/2018										
This Action:						0				
Total:						539				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Jill Dean						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-8241				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name    Noelle Mills						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2171				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 1-70**  
**July 13, 2016 - June 30, 2017**  
**Amendment #5**

**I. ADMINISTRATIVE:**

**A. Title: Aquifer Exemption Data Initiative**

**B. Work Assignment Contracting Officer's Representative (WACOR):**      **Alternate WACOR:**

Jill Dean  
US EPA Headquarters  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
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William Bates  
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Washington, DC 20460  
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Fax: 202-564-3756  
E-mail: [bates.william@epa.gov](mailto:bates.william@epa.gov)

**C. Quality Assurance:**

Tasks 2 and 3 in this Work Assignment (WA) require the use of primary and/or secondary data. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor must prepare a complete Project Specific Quality Assurance Project Plan (PQAPP), to assure the quality of the data used under this WA. Work on these tasks cannot proceed until the contractor receives notification of PQAPP approval from the Contract Level Contracting Officers Representative (CL-COR) via email. The QA requirements must be addressed in the monthly progress reports as specified under Task 0 below.

Additional information on the PQAPP is described in the Task 1.

**D. Background:**

The Underground Injection Control (UIC) program has collected national aquifer exemption data in Environmental Protection Agency (EPA) Headquarters. The UIC program requirements are found in the Code of Federal Regulations (CFR) at 40 CFR Parts 144, 146 and 148. The requirements of concern in this work assignment are requests for aquifer exemptions and the supporting underlying data. An aquifer exemption is an aquifer or a portion thereof which meets the criteria for an "underground source of drinking water" (USDW) as laid out in 40 CFR 146.3 and may be determined under 40 CFR 144.7 to be an exempted aquifer if it meets the criteria of 40 CFR 146.4 (a), (b), (c) and (d). Briefly, in order for aquifers (USDWs) to be removed from UIC program protection, they must not serve as a drinking water source now or in the future based on criteria listed in 40 CFR 146.4 (a), (b) 1-4, and (c); the total dissolved solids must be greater than 3,000 and less than 10,000 mg/L; and the aquifer is not reasonably

expected to supply a public water system. Most aquifer exemption requests are usually associated with an injection well permit and are considered a UIC program revision. Aquifer exemption requests are generally managed at the EPA regional and state level, however, there are instances where EPA Headquarters gets involved in the process, namely because some aquifer exemption requests are considered major program revisions. Owners/operators (o/o) of injection wells wishing to exempt underground sources of drinking water (USDW) for purposes associated with underground injection projects may submit an aquifer exemption request or application to the regulatory agency for review. If the regulatory agency is a delegated state UIC program, it can review the application and make a determination that it is technically sound and submit its recommendation for approval to EPA. Only EPA can approve aquifer exemptions. In the case of a Direct Implementation state (States without the UIC program delegation are run by EPA Regions.), the o/o submits the aquifer exemption application directly to the EPA region for review and approval.

## **II. OBJECTIVE:**

Upon discussion with EPA Regions and the contractor, the WACOR decided to modify the approach identified in Amendment #3 and 4. This amendment replaces Amendment #3 and 4 and provides new clarifying language and deliverables for Task 3, which reflect the discussions with the contractor and the EPA Regions.

The amendment adds an additional seventy-five (75) hours to Task 3 to provide consultation on processes that EPA could take to continue updating and publishing the aquifer exemption dataset. The amendment also adds another five (5) hours to Task 0 to develop an updated budget summary.

The contractor shall provide technical and general support per technical direction only from the WACOR or alternate WACOR for the Aquifer Exemption Data Initiative.

This work will be completed commensurate with Sections 2.2, 2.3, and 4.3 of the Contract Level PWS. The level of effort estimated for this work assignment is 539 hours.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan, Weekly Conference Calls, and Monthly Progress Reports Submission**

The amendment adds an additional five (5) hours to Task 0 to develop an updated budget summary.

Deliverables: Updated budget summary

### **Task 1 – Project-Specific Quality Assurance Project Plan**

No changes.

### **Task 2 – Data Update and Quality Assurance**

No changes.

### **Task 3 – Geospatial File Development**

The amendment adds an additional seventy-five (75) hours for the contractor to provide information to develop a process to facilitate or automate future updates to the Region 8 aquifer exemption geospatial data, and to transfer the Regional data to Headquarters for incorporation into the national dataset.

The contractors shall provide consultation via conference calls with the Regional staff and WACOR. Consultation will likely include identifying steps that the Region can take to upload Regional data to the Headquarters system and answering any questions from Regional staff about the process. The options suggested by the contractor should be appropriate for the resources and staff skillset at Region 8.

Once the Region determines the appropriate option, the contractor shall prepare a memo detailing the steps for merging the Region 8 tabular data with the geospatial data and preparing outputs. The steps should be described in such a way to also include options for making minor changes to the data to simplify data processing steps where possible. For planning purposes, the memo shall be no longer than five (5) pages of text or ten (10) pages including figures.

The contractor shall assist Headquarters staff in developing steps to merge Regional data into the Headquarters national dataset and prepare public versions of the geospatial data to update the Aquifer Exemption Map (published to the EPA Geoplatform in January 2017). The contractors shall participate in discussions with the WACOR to identify the most appropriate options and steps. Additionally, the contractor shall assign ownership and editing rights to the Aquifer Exemption Map to the WACOR and provide a tutorial to the WACOR to explain the files that were used to create the various functions and tabs on the Geoplatform, updating feature services, and general maintenance of the Map. The guidance provided to Headquarters shall be documented in a memo. For planning purposes, the memo shall be no longer than ten (10) pages. The contractor shall also provide any master geospatial and tabular data files to the WACOR.

Deliverables: Memo describing workflow steps for Region 8; guidance memo for Headquarters; master geospatial and tabular data files

### **Task 4 – Communication Materials**

No changes.

#### **IV. Schedule of Deliverables:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	Budget summary	Within fifteen (15) calendar days of receipt of work assignment amendment
3	Process memo for Region 8	By June 30, 2017
	Guidance memo for Headquarters	By June 30, 2017
	Master geospatial and tabular data files	By June 30, 2017

## **V. Miscellaneous**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred GIS format:	ESRI ArcGIS, version 10.4 or higher

## **VI. Travel**

The contractor should anticipate only local travel, if necessary, in support of this WA over the duration of the performance period.

## **VII. Meetings, Conferences, Training Events, Award Ceremonies, and Receptions**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. Contractor Identification**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. Printing**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.